

# Worksheet for Determining HQT Status for Assignment

This worksheet can be used to determine HQT status for classroom teacher, Title I math and Title I reading teacher, and alternative program teacher assignments. For special educators, please use the *Worksheet for Determining HQT Status for Special Educators Providing Core Content Area Primary Instruction*. If there is any change in assignment, HQT status for the new assignment should be evaluated.

## Is the educator HQT for the assignment?

Check if  
applicable

**1. Is the assignment in a core content area?** Core content areas include English language arts, math, science, social studies, reading, English as a second language, foreign languages, art, music, and the generalist endorsement areas of elementary education and early childhood education (grades K-3 only).

A. Yes.

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B. No.

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If A is checked, then go to #2. If B is checked, then the educator does not need to meet any HQT requirements. (Some examples of educators who generally do not need to meet HQT requirements are guidance counselors, educational technology educators, and library media specialists.)

**2. Does the educator have the appropriate license for the assignment?**

A. Educator has a valid Vermont educator license (Level I, Level II, provisional, intern, or retired).

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B. License is not an emergency license.

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C. Endorsement is appropriate for the assignment.

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D. Endorsement covers the instructional level(s) of the assignment.

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If A, B, C, and D are checked, then go to #3. If not, go to #4B.

**3. Does the educator have the required HQT content knowledge for the endorsement used in the assignment?**<sup>1</sup>

A. Yes.

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B. No.

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If A is checked, then go to #4A. If not, go to #4B.

**4. Is the educator HQT for the assignment?**

A. Yes.

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B. No. If the school receives Title I money (either schoolwide or targeted assistance), then individual HQT parent notification letters are necessary for each class where the educator does not meet both the HQT licensure **and** the content knowledge requirements for the assignment. Please see the *NCLBA Highly Qualified Teacher (HQT) and Paraprofessional Accountability Requirements* document for details on other accountability requirements.<sup>2</sup>

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<sup>1</sup> Use the HQT licensure and content knowledge requirements chart that most closely corresponds to the teaching assignment. All HQT requirements charts are available online at [education.vermont.gov/new/html/licensing/hqt.html](http://education.vermont.gov/new/html/licensing/hqt.html).

<sup>2</sup> The *NCLBA Highly Qualified Teacher (HQT) and Paraprofessional Accountability Requirements* document is available at [education.vermont.gov/new/html/licensing/hqt.html](http://education.vermont.gov/new/html/licensing/hqt.html).